

IOWA PUBLIC INFORMATION BOARD
July 19, 2012
MINUTES

The Board met at 1 p.m. in the Governor's Conference Room with the following members present: Robert Andeweg, Urbandale; Anthony Gaughan, West Des Moines; Jo Martin, Spirit Lake; Andrew McKean, Anamosa; Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City and Peggy Weitzl, Carroll. Others present included Gov. Terry Branstad, the Governor's Deputy Legal Counsel Larry Johnson and Keith Luchtel, serving "of counsel" to the Board. At the Governor's request, Monroe served as acting chair at the beginning of the meeting.

The Governor welcomed Board members and reviewed the Board's charge.

Votes Taken

- 1) On a motion by Martin, seconded by Stewart, the agenda was unanimously approved.
- 2) On a motion by Martin, seconded by Mohr, Bill Monroe was named Board Chair by a vote of 8-0.

Action Agreed Upon

- 1) The following Board committees were named:
 - Rules and Procedures (Johnson, Monroe Andeweg and Luchtel.)
 - Ethics and Conflict of Interest Policies (Stewart, Johnson, Monroe and Luchtel)
 - Executive Director Job Description (Mohr, Johnson and Monroe)
 - FY 2014 budget (Martin, Johnson, Monroe and Luchtel)
 - January 2013 Legislative/Governor Report (Martin, McKean, Monroe and Richardson)
- 2) The following Board members were named to establish relationships with the Board's key constituencies:
 - Attorney General's Office (Johnson, Monroe and Luchtel)
 - Ombudsman's Office (Johnson, Monroe and Luchtel)
 - Iowa League of Cities (Andeweg, Monroe and Luchtel)
 - Iowa School Board Association (Richardson, Monroe and Luchtel)
 - Iowa State Association of Counties (Weitzl, Monroe and Luchtel)
 - Board of Regents and Regents' Institutions (Monroe and Luchtel)
 - Iowa Newspaper Association (Martin, Monroe and Luchtel)

- Iowa Broadcasters Association (Richardson, Monroe and Luchtel)
- Iowa Association of Community College Trustees (Mohr and Monroe)
- City and county attorneys (McKean, Monroe, Johnson and Luchtel)
- Iowa Freedom of Information Council (Richardson, Monroe and Luchtel)

3) The Board agreed to meet again in August at a time and place to be determined.

Other Items Discussed

- 1) The Board reviewed a number of housekeeping matters including:
 - A review of Board terms
 - Taking an oath of Office
 - A Secretary of State questionnaire
 - Appointment of temporary staff
- 2) Luchtel led the Board through an orientation session reviewing Senate File 430, the bill that created the Board. Topics covered included:
 - Purpose of Board
 - Appointment, compensation and expenses
 - Board powers and duties
 - Jurisdiction of Board and dispute resolution options
 - Education and training functions
 - Start-up and transition provisions
 - Effective dates
 - Staffing provisions
 - Initial responsibilities of Board...
 - Develop governing rules and procedures
 - Develop ethics and conflicts of interest provisions
 - Develop job description for executive director
 - Develop Board goals and metrics
 - Develop budget request for FY 2014
 - Develop report to Governor and Legislature covering above
- 3) The Board discussed establishment of a public presence including:
 - Compliance with open meetings and records requirements
 - Establishing a process for posting notice of meetings for press, government and public meeting requests (including the board's key constituencies).
- 4) The board discussed its vision of the way it should operate and agreed that the process should:
 - be inexpensive

- be convenient
- Provide a one-stop service
- Provide uniformity of information
- Provide consistency of information

The meeting was adjourned at 2:55 p.m.

Respectfully submitted
Bill Monroe